



**City of Gulfport, Mississippi**  
Job Description

**Personnel Specialist**  
(PSPP)

Department: 213 – Police

EEO Class: Office & Clerical

Date Revised: 3/6/2012

FLSA Status: Non-Exempt

Date Approved:

**Position Overview**

The Personnel Specialist is responsible for the day to day operations of the Police department's support bureau unit office functions and duties in some of the following functional areas: assisting employees with paperwork, preparing reports and paperwork on new hires, terminations, and/or any other personnel changes, along with processing worker's compensation and employee records maintenance. Work is performed under the general supervision of the Commander, but initiative must be exercised in prioritizing workload and carrying out duties and responsibilities of the position.

**Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Responsible for preparing personnel requisition for job vacancies, new hire personnel action notice forms, leave of absence, and termination personnel action notice forms.
- Ensure first report of injury is completed on all injured employees. Provides copy to Human Resources and the third party administrator. Communicates with police personnel regarding follow up doctors' appointments, etc.
- Manages and maintains Police, VIPS and Reserve Officers files.
- Prepares reports, and other documents, using word processing, spreadsheet, and database.
- Maintain and manage records for Fuel man cards.
- Operates office equipment such as fax machines, copiers, and phone systems, and computers.
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Maintain and manage reports on vehicle accidents.
- Prepare vehicle accidents for Review Board.
- Prepare outgoing mail for the Police department
- Receive, route, and distribute incoming mail.
- Review forms completed by Police employees for corrections, to ensure that company policies are followed and recommend revision.
- Log vehicle information in Manager Plus system.
- Order and distribute Police vehicle.

- Maintain vehicles and employees cards.
- Maintain and manage files for forfeited/new vehicles.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of administrative and clerical procedures and computer systems such as Microsoft word, Excel, Power Point, etc.
- Possess skills in communication - both oral and written, problem solving, and self-motivation. Display a high degree of professional ethics.
- Requires high attention to detail.
- Comprehensive knowledge of the City's policies, procedures and regulations.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to handle confidential materials/matters with the utmost integrity.
- Ability to work cooperatively and communicate with co-workers, customers and employees.
- Must be able to demonstrate a typing skill of 45 words per minutes.

### **Education and Experience**

High school graduate or equivalent. Coursework in clerical or business from a two or four year university is preferred. Two (2) to four (4) years prior clerical experience. An appropriate combination of coursework and experience may be substituted for experience.

### **Required Licenses or Certificates**

None.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily indoors.